**Self-certified sick leave**

* This form is only to be used by **staff paid by the hour**, see page 2 for guidance.
* Staff receiving a monthly salary from UiO, register self-certified sick leave in the self-service portal, [see user guide (dfo.no)](https://dfo.no/english/requests-for-absence).

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| **To be completed by employee** |
| First name:  | Last name:  |
| Norwegian ID number:       | Position:       |
| Place of employment:       |
| I was absent from work beginning on  up to and including . |
| [ ]  **The absence is due to my own illness** |
| Is the absence fully or partially due to workplace-related reasons? Yes [ ]  No [ ]  |
| Is the absence due to pregnancy-related reasons? Yes [ ]  No [ ]  |
| Is the absence due to chronic illness? Yes [ ]  No [ ]  |
| Have you applied for an exemption from the employer’s sick pay liability period? Yes [ ]  No [ ]  |
| [ ]  **The absence is due to my child’s/child minder’s illness** |
| The child’s age:       yearsDo you care for 3 or more children? Yes [ ]  No [ ] Do you have an extended right to work absence due to chronic sick/disabled children? Yes [ ]  No [ ] Are you the sole care provider? Yes [ ]  No [ ]  |
| Date:       | Signature: |
| **› Deliver the completed form to your personnel manager for further follow-up.** |
| **To be completed by the personnel manager** |
| Org. Unit ID:      The employee reported the absence on (date):       Notes:       |
| Date:       | Signature: |

**About self-certified absence due to own or child’s/child minder’s illness**

**›** On the first day of the absence you must notify your supervisor and say how long the absence is expected to last.

**Self-certification due to your own illness**

1. You must have been employed for **two months** before you may use self-certification.
2. A self-certification may be used only for entire days of absence.
3. If you work part-time, a normal workday corresponds to one self-certification day.
4. Self-certification may be used for up to eight consecutive calendar days counted from the first full day of absence.
5. If you have used self-certification for eight calendar days you may not use a new self-certification until 16 calendar days have passed.
6. Beginning on the ninth day, in the event of continued illness, you must obtain a medical certificate from a doctor.
7. If you use self-certification prior to **and** after a weekend/holiday, these days are included in the self-certification period. Example: If you are ill on Friday **and** Monday, Saturday and Sunday count as self-certification days. This also applies to part-time employees who do not work every day.
8. Self-certification may not be used if you are on partial sick leave.
9. Self-certification may not be used during holiday (vacation).
10. Self-certification may not be used when you work in a reduced position in combination with rehabilitation.

**Self-certification due to your child’s/child minder’s illness**

1. You must have been employed for **four weeks** before you may use self-certification.
2. You have the right to care leave for up to ten work days per calendar year in the event of a sick child/child minder. For three children or more, the right is expanded to 15 calendar days. The right is in force until the child turns 12.
3. If you are the sole caregiver, the right to care leave is doubled (20/30 days).
4. For chronically ill/disabled children, the right to self-certified absence is expanded to 20 days, until the end of the year the child turns 18. If you are the sole caregiver, the right is expanded to 40 days.
5. Self-certification may only be used for up to three calendar days for each instance of illness. The same applies to those who have a right to expanded benefit days.
6. Your manager may request a medical certificate beginning on the fourth care day. The medical certificate does not increase the number of care days per calendar year.
7. If your child is seriously ill/admitted to hospital, entitling you to attendance allowance (pleiepenger), you shall not use self-certification. The doctor/institution responsible shall issue a medical certificate, and UiO will be refunded for wages/salary paid (claims for attendance allowance).
8. Adaptation to a day-care institution and planning days do **not** entitle you to self-certification. In such cases you must apply for [compassionate leave](http://www.uio.no/english/for-employees/employment/working-hours-and-absence/leave-absence/compassionate/index.html) (velferdspermisjon).
9. If you have a shared right of access and have agreed that care leave shall be shared in proportion to the right of access you may only take leave in accordance with the agreement. Decisions in this regard from NAV must be submitted to your manager.

[Read more about sick leave on uio.no](http://www.uio.no/english/for-employees/employment/working-hours-and-absence/illness/).